ATTENDEES: Crystal Davis, OAM
Tom Cochran, OAM
Kevin Crowley, OAM
Chuck Hughes, NOAA
Jan Dodi, NOAA
Jacob M. Nyguist, NOAA
John Abbott, NOAA
David S. Groton, NOAA
Marjie Dones, NOAA
Brenda Summer, NOAA
Willette Hamilton, OSDBU
Frank Krempa, OS+
Pam Harper, OCS
Jacqueline Wilson, Census
Sharon Diggins, Census
Clark Terrell, Census
Judy Carrier, Census
Pat Grimes, NIST
Sandy Febach, NIST
Cheri Smith, NIST
Gary Hill, CACI
Tara Kerns, CACI

ADMINISTRATIVE

- ❖ The next CSTARS Users Group Meeting will be held May 6, 2004 at NOAA.
- ❖ Gary Hill was formally introduced as the Program Manager. Gary will be making sites visits to the offices in the local area, to determine what help is needed and what direction the project is going in. He will have an office at headquarter. Contact:
  - o CACI – 703.679-3521 ghill@caci.com
  - o DOC – 202.482-1298 ghill@doc.gov
- ❖ A survey will be created and introduced early next week. The survey will be given to Team Leads and consist of approx. 5 questions. This survey is to assess how CACI is doing with support and customer satisfaction. The surveys will be distributed to the Team Leads the Friday or Monday following each monthly users group meeting.

❖ **ACTION ITEM: Tom will distribute the Survey at the beginning of the week of April 12, 2004.**

COMMERCE DAY

❖ Commerce representatives spent the day at CACI in Chantilly Virginia. CACI provided demonstrations of the Comprizon™Suite application, FPDS-NG, Data Warehouse, and BPN/CCR. Users were given login ID's and passwords to the Comrprizon™Suite application and were able to work in the system and test out the functionality. It was a successful day with a lot of good information shared and received.

CONSOLIDATING CSTARS TRAINING DATABASES

❖ Kevin Crowley is moving forward with discussions on consolidating the training databases. NOAA has a successfully consolidated the NOAA training databases. Users have access the databases. Discussions need to include management of these databases.

❖ **ACTION ITEM: Kevin Crowley will contact Team Leads and SA's to discuss how to accomplish the consolidation of the databases and any structural changes.**

❖ **ACTION ITEM: NOAA will provide lessons learned to facilitate this process.**

DISASTER RECOVERY

❖ OCS believes it was a successful disaster recovery test with all of the data restored but there were a few issues. Fist of all there was no connectivity to the Hoover Building so OS+ was analyzed remotely.   The NOAA database formatting and vendor table entries were wrong. This is being looked into in terms of finding out what happened and what to do in the future. NOAA was not able to run the Ad Hoc's to test the recovery so they do not agree with it being successful. Census was able to populate the data but not able to build reports.

❖ NOAA wrote Ad Hocs for disaster recovery and shared these ad hocs with other bureaus. NOAA was not able to run the Ad Hoc reports, Census was able to use the Ad Hocs but not build reports, and OS+ was able to successfully run the Ad Hocs.

❖ **ACTION ITEM: Kevin Crowley and Pam Harper will publish a report with the Disaster Recovery details and results.**

COMPRIZON.BUY 5.8 IMPLEMENTATION

❖ Comprizon.Buy upgrades are scheduled the rest of this week and next week to complete the process.

❖ OS+ is scheduled to upgrade on April 13th and the DB will not be available in the afternoon. OS+ has training during this time period so Dan and Frank need to look at the impact and make sure everyone is coordinated.

❖ **ACTION ITEM: Crystal to send Pam an email to remove Joe Lindsey as a user and the SA. Dan Alexander is his backup and no replacement has been named yet.**

OCS DISTRIBUTION LIST

❖ OCS confirmed that everyone is receiving the email notifications.

- ❖ **ACTION ITEM: Tom will send a message to Pam requesting that Gary Hill be included in the OCS emails and Joe Lindsey to be removed from the distribution list.**

PRINTING ISSUES
- ❖ CENSUS printing issues still occurring. Sharon's printer is not fixed. Pam is waiting for feedback from Sharon regarding the problems.
- ❖ **ACTION ITEM: Sharon Diggins of CENSUS will provide Pam Harper of OCS feedback required on the printing issue.**

STANDARDIZING CSTARS DATA ELEMENTS
- ❖ Standardized Ad Hoc reports provided to Mike Sade are missing data. Initiative is to establish a set of mandatory fields across the bureaus so these reports are populated. The goal is to determine what fields are mandatory and make these Enterprise Wide. The same type of information will be entered across the bureaus.
- ❖ The Team Leads provided Crystal of OAM with the information and she will compile and distribute to the Team Leads for concurrence.
- ❖ Need to make sure that all bureaus are involved and updated because these mandatory fields might have impact on the individual agency. NIST has fields that are not marked as mandatory at the field level but are when trying to process in the interface. NOAA also has some fields that impact them.
- ❖ **ACTION ITEM: Crystal will validate the information provided by the Team Leads and distribute back to them for concurrence.**

E-GOV INITIATIVES
Procurement Memorandum BPN, and FPDS-NG
- ❖ OS+- Not using FPDS-NG or BPN/CCR
- ❖ NIST- Upgrading next month. Will be fully operational by May 3.
- ❖ Census/Suitland- Using FPDS-NG but not using BPN/CCR.
- ❖ CENSUS/Jeffersonville-Not using FPDS-NG or BPN/CCR.
- ❖ NOAA-All of NOAA is using FPDS-NG and BPN/CCR.
- ❖ **ACTION ITEM: Gary Hill of CACI will contact OS+, CENSUS/Suitland, CENSUS/Jeffersonville and NOAA regarding help with either or both of these processes.**

FPDS-NG (GCE) Training
- ❖ FPDS Training is available to each bureau. $1000.00 to each bureau to cover the training charge. This covers the actual session for 25-30 people and manuals. Additional costs in the amount of 90.00 an hour for the trainer. Each bureau must commit and schedule by the end of the month and also inform OAM if additional funds are required.
- ❖ Census inquired about funding for Jeffersonville.
- ❖ **ACTION ITEMS: Submit requirements to Yancy by the end of April.**
- ❖ **ACTION ITEMS: CENSUS to request additional funding for Jeffersonville to Yancy by end of April.**

FPDS-NG (GCE) Training at Census

❖ Training was very successful. Structured manual and agenda and looked at all areas of FPDS-NG.

BPN/CCR- Daily extracts of BPN/CCR

❖ This process is manual because BPN changed the way it was done and the electronic update was no longer valid.

❖ The manual download can be done several ways, using a secure FTP, or a secure HTTP site. You would enter a user id and password and then unzip and load into Comprizon. This is a zipped file but not encrypted.

❖ The daily uploads are to be done by OCS. A one time manual download can be arranged and then all databases can load them.

❖ **ISSUE:** CSTARS allows for a mod to be done on a vendor that is suspended. There needs to be a check at the modification level to assess if the Vendor is valid and active.

❖ **ISSUE:** BPN shows banking information that should not be available to all users. NIST has customers that use Requisitioning and the banking information shows account numbers and routing information. Can this information be hidden so that uses will not see and only specific individuals will have access?

❖ **QUESTION:** The upload process tell you how many files where updated, changes. Is it possible to get a detailed list of what was changed? Create a report that reads the file and details the information.

❖ **ACTION ITEM:** Gary will look into the report to detail changes made in the daily upload.

❖ **ACTION ITEM: Gary will investigate a solution.**

❖ **ACTION ITEM: Gary to provide assistance to NOAA on where to put the manual uploads.**

❖ **ACTION ITEM: Gary will coordinate with Angel Cruz of CACI to get BPN up and running. Gary and Angel will work with Pam Harper of OCS to facilitate the updates and solving the problem.**

BPN/CCR

Incomplete Vendor Files

❖ Completed and resolved at last meeting

Physical Address overwriting mailing addresses

❖ This is fixed in the April 16th release

Download daily extracts manually

❖ This is detailed in the BPN daily update section above.

PIPPRS

❖ Gary Hill of CACI will work with Tom Cochran and Crystal Davis on this. Tom will report back on discussion related to this.

❖ **ACTION ITEM: Tom will report to the team regarding discussions on PIPPRS.**

CACI In-Progress Task Update

❖ CACI is currently working on the following tasks:
  o Mandatory field reports for Mike Sade;
  o BPN/CCR
  o FPDS-NG
  o PIPPRS

- ❖ Gary will facilitate any questions that need to be answered, and assist any bureau that needs help.
- ❖ **ISSUE:** The status line for FPDS-NG is not updating. It should show that an FPDS-NG action was attempted. Currently status is not displaying.
- ❖ **ACTION ITEM: Gary to submit an STR for this problem**

Additional Items:

- ❖ Interface update-An update will be provided at a later date due to individual in training
- ❖ **ACTION ITEM: Tom to provide information on e-procurement and market research to the Bureaus.**
- ❖ User ID and Password provided to users who would like to look at the application. Users will contact Tara Kerns at 703-679-3524 or tkerns@caci.com to obtain access.
- ❖ FEDBIZOPS-All sites would like assistance on using Fed Biz Ops.
- ❖ **ACTION ITEM: Gary will provide the information and assist with the configuration so that Fed Biz Ops can be utilized.**
- ❖ OSDBU requested a status of the backlog of submitting goals for 2004.
    - o NIST-less then a 4th entered
    - o CENSUS-1/2 entered
    - o NOAA-20 % entered
- ❖ Entering a mod to historic contract not in FPDS-NG. Originally generated in CPDS. Chuck instructed to call GCE and give them the contract number and ask them to locate the contract. GCE error message. Users are getting a message stating, "System has a problem. Contact the System Administrator". GCE is telling users that this is a Comprizon problem. Chuck will contact GCE again to get the problem corrected.
- ❖ Mandatory clauses-users believe that there needs to be an over-ride capability for mandatory clauses. If clauses exists on a matrix but does not need to be included for a particular solicitation, there is no way to delete it. Needs to be a decision of the CO and they need to have special over-ride ability.